



DEPARTMENT OF PLANNING & BUILDING
BUILDING DIVISION
276 Fourth Avenue Chula Vista CA 91910
619-691-5272 619-585-5681 FAX

Request for Release of Information

FORM 4510

To: Lou El-Khazen, Building Official
Planning and Building Department

Date: _____

From: (Name) Phone #: _____
(Address)

RE: _____

Pursuant to the provisions of Government Code '6250, et seq., [the California Public Records Act], I am requesting access to certain materials in the possession of the City of Chula Vista, Planning and Building Department, Code Enforcement Section. I am requesting:

_____ To view and read only
_____ Copies of the file.

The information that I ask to inspect is as follows: *(Requestor to fill in below)*

I understand that pursuant to Government Code '6253.5, '6254 and/or '6255 that some or all of the material I have requested above may be exempt from disclosure. ****Please note: the identity of any person(s) requesting our evaluation of your potential violation will not be released. The City's policy is not to release this information without a court order.***

I further understand that pursuant to Government Code '6256 that I am entitled to notification of your intent to comply with my request within ten (10) days of your receipt of this request. I further understand that if it is reasonably necessary to the proper processing of my request pursuant to Government Code '6256.1 that you are entitled to an extension of ten (10) additional days upon written notice to me, setting forth the reason for the extension and the date on which a determination is expected to be dispatched.

I also agree pursuant to Government Code '6257 to pay a fee covering the direct costs of answering my request. This amount is a charge proportionate to the time it took a City of Chula Vista employee to research and make available the information. If you wish a copy of the file, a per copy charge will also be required.

Signature of Requestor

Date

Signature of Person Receiving Request

Date

Signature of Person Preparing Records

\$ _____
Cost

Date